

REPORT TO CITY COUNCIL

DATE: DECEMBER 14, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: RAMIRO ADEVA, ASSISTANT CITY MANAGER
CELESTE BIRD, ADMINISTRATIVE ANALYST

SUBJECT: ADOPT RESOLUTION NO. 22-2027; AMENDING THE COMPENSATION PLAN BY INCREASING THE RANGE OF THE ADMINISTRATIVE INTERN I, ADMINISTRATIVE INTERN II, INSTRUCTOR, OFFICE ASSISTANT, RECREATION LEADER I, RECREATION LEADER II, RECREATION SPECIALIST, AND SENIOR PROGRAM INSTRUCTOR, IN COMPLIANCE WITH THE 2023 CALIFORNIA MINIMUM WAGE INCREASE TO \$15.50 PER HOUR

On January 1, 2023, the California Minimum Wage will increase to \$15.50 per hour. In order to ensure compliance, the City will be required to increase the ranges of two part-time/temporary classifications: Recreation Leader I and Instructor, both of which currently start at \$15.33 per hour. In an effort to maintain a similar percentage separation between related classifications, the ranges of Administrative Intern I, Administrative Intern II, Office Assistant, Recreation Leader II, Recreation Specialist and Senior Program Instructor will also need to be increased, effective December 24, 2022.

All of the affected salary range increases were considered and included as part of the 2022-2023 budget adoption, and no further appropriations are required.

RECOMMENDATION

Staff recommends the City Council adopt Resolution No. 22-2027, amending the compensation plan by increasing the range of the Administrative Intern I, Administrative Intern II, Instructor, Office Assistant, Recreation Leader I, Recreation Leader II, Recreation Specialist and Senior Program Instructor in compliance with the 2022 California Minimum wage increase to \$15.50 per hour, effective December 24, 2022.

Attachments: Resolution No. 22-2027

EXHIBIT A

FULL-TIME POSITIONS AND SALARIES							
EFFECTIVE PAY PERIOD BEGINNING 07/01/2022							
POSITIONS	F/T RANGES	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
EXEMPT							
ACCOUNTANT	50	81,750	99,604	6,812	8,300	39.30	47.89
ADMINISTRATIVE ANALYST	51	83,793	102,094	6,983	8,508	40.29	49.08
ASSISTANT CITY MANAGER	82	180,156	219,503	15,013	18,292	86.61	105.53
ASSISTANT DIRECTOR OF COMM SERVICES	68	127,501	155,348	10,625	12,946	61.30	74.69
ASSISTANT PLANNING DIRECTOR	68	127,501	155,348	10,625	12,946	61.30	74.69
ASSISTANT TO THE CITY MANAGER	60	104,646	127,501	8,721	10,625	50.31	61.30
ASSOCIATE CIVIL ENGINEER	59	102,094	124,392	8,508	10,366	49.08	59.80
BUILDING OFFICIAL	70	133,956	163,213	11,163	13,601	64.40	78.47
CITY CLERK	64	115,510	140,738	9,626	11,728	55.53	67.66
CITY ENGINEER	71	137,305	167,293	11,442	13,941	66.01	80.43
CITY MANAGER		260,190		21,683		125.09	
COMMUNITY DEVELOPMENT DIRECTOR	78	163,213	198,859	13,601	16,572	78.47	95.61
DEPUTY CITY MANAGER	73	144,256	175,762	12,021	14,647	69.35	84.50
DIRECTOR COMMUNITY SERVICES	78	163,213	198,859	13,601	16,572	78.47	95.61
DIRECTOR OF FINANCE	78	163,213	198,859	13,601	16,572	78.47	95.61
DIRECTOR OF PUBLIC WORKS/CITY ENG	78	163,213	198,859	13,601	16,572	78.47	95.61
EXECUTIVE ASSISTANT	46	74,061	90,236	6,172	7,520	35.61	43.38
FINANCE MANAGER	61	107,263	130,689	8,939	10,891	51.57	62.83
MANAGEMENT ANALYST	51	83,793	102,094	6,983	8,508	40.29	49.08
MEDIA ANALYST	51	83,793	102,094	6,983	8,508	40.29	49.08
PLANNING DIRECTOR	72	140,738	171,475	11,728	14,290	67.66	82.44
PRINCIPAL PLANNER	62	109,944	133,956	9,162	11,163	52.86	64.40
PUBLIC WORKS PROJECT MANAGER	59	102,094	124,392	8,508	10,366	49.08	59.80
RECREATION MANAGER	59	102,094	124,392	8,508	10,366	49.08	59.80
RECREATION SUPERVISOR	50	81,750	99,604	6,812	8,300	39.30	47.89
SENIOR CIVIL ENGINEER	64	115,510	140,738	9,626	11,728	55.53	67.66
SENIOR CODE COMPLIANCE OFFICER	51	83,793	102,094	6,983	8,508	40.29	49.08
SENIOR PLANNER	58	99,604	121,358	8,300	10,113	47.89	58.35
HOURLY							
ACCOUNTING SPECIALIST II	46	74,061	90,236	6,172	7,520	35.61	43.38
ADMINISTRATIVE AIDE	38	60,785	74,061	5,065	6,172	29.22	35.61
ADMINISTRATIVE ASSISTANT I	37	59,303	72,255	4,942	6,021	28.51	34.74
ADMINISTRATIVE ASSISTANT II	41	65,459	79,756	5,455	6,646	31.47	38.34
ASSISTANT ENGINEER	53	88,035	107,263	7,336	8,939	42.32	51.57
ASSISTANT PLANNER	51	83,793	102,094	6,983	8,508	40.29	49.08
ASSOCIATE PLANNER	55	92,492	112,693	7,708	9,391	44.47	54.18
BUILDING PERMIT TECHNICIAN	38	60,785	74,061	5,065	6,172	29.22	35.61
CODE COMPLIANCE OFFICER	46	74,061	90,236	6,172	7,520	35.61	43.38
COMM SERV COORDINATOR	46	74,061	90,236	6,172	7,520	35.61	43.38
CULTURAL EVENT COORDINATOR	46	74,061	90,236	6,172	7,520	35.61	43.38
ENGINEERING AIDE I	38	60,785	74,061	5,065	6,172	29.22	35.61
ENGINEERING AIDE II	46	74,061	90,236	6,172	7,520	35.61	43.38
LAND USE TECHNICIAN	46	74,061	90,236	6,172	7,520	35.61	43.38
PLAN EXAMINER	46	74,061	90,236	6,172	7,520	35.61	43.38
PLANNING TECHNICIAN	38	60,785	74,061	5,065	6,172	29.22	35.61
PUBLIC SAFETY LIAISON OFFICER	46	74,061	90,236	6,172	7,520	35.61	43.38
SENIOR BUILDING INSPECTOR	47	75,913	92,492	6,326	7,708	36.50	44.47
PART-TIME POSITIONS AND SALARIES							
EFFECTIVE 12/24/2022							
	P/T RANGES	ANNUAL		MONTHLY		HOURLY	
		LOW	HIGH	LOW	HIGH	LOW	HIGH
INSTRUCTOR	1	32,240	39,281	2,687	3,273	15.50	18.89
RECREATION LEADER I	1	32,240	39,281	2,687	3,273	15.50	18.89
ADMINISTRATIVE INTERN I	6	36,477	44,443	3,040	3,704	17.54	21.37
RECREATION LEADER II	9	39,281	47,860	3,273	3,988	18.89	23.01
OFFICE ASSISTANT	11	41,270	50,283	3,439	4,190	19.84	24.17
ADMINISTRATIVE INTERN II	13	43,359	52,829	3,613	4,402	20.85	25.40
SENIOR PROGRAM INSTRUCTOR	14	44,443	54,150	3,704	4,513	21.37	26.03
RECREATION SPECIALIST	16	46,693	56,891	3,891	4,741	22.45	27.35
SPECIAL EVENT WORKER		160-1,060		PER EVENT			

RESOLUTION NO. 22-2027

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY INCREASING THE RANGE OF THE ADMINISTRATIVE INTERN I, ADMINISTRATIVE INTERN II, INSTRUCTOR, OFFICE ASSISTANT, RECREATION LEADER I, RECREATION LEADER II, RECREATION SPECIALIST, AND SENIOR PROGRAM INSTRUCTOR, IN COMPLIANCE WITH THE 2023 CALIFORNIA MINIMUM WAGE INCREASE TO \$15.50 PER HOUR, EFFECTIVE DECEMBER 24, 2022

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:

SECTION 1. The classifications and salary ranges as shown on Exhibit "A," attached hereto and incorporated herein as though set forth in full, are hereby authorized in City service, effective December 24, 2022.

PASSED, APPROVED, AND ADOPTED this 14th day of December, 2022, by the following vote to wit:

AYES: ()
NOES: ()
ABSENT: ()
ABSTAIN: ()

Deborah Klein Lopez, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk